

Volume No. 1—Policies & Procedures	<b>TOPIC NO.</b>	<b>40410</b>
Function No. 40000—Leave Accounting	<b>TOPIC</b>	<b>ERROR MESSAGES</b>
Section No. 40400—Inquiry and Reporting	<b>DATE</b>	October 2004

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## Messages

### Message Indicator

This topic lists both online and report error messages. Each error message contains a message indicator of F, W, or I. These indicators are defined as:

<b>Indicator</b>	<b>Description</b>
<b>F</b> —Fatal	Some corrective action must be taken in order for the system to accept the transaction and update the record.
<b>W</b> —Warning	A problem may exist with an employee's record, but entries will be accepted and processed.
<b>I</b> —Informative	For information only, no effect on processing.

### Online Messages

The messages in the following table are listed in alphabetical order with the message indicator and a description:

<b>Message</b>	<b>Indicator</b>	<b>Description</b>
Activity Trans Not Allowed	Fatal	The activity transaction entered is invalid.
All Pages For Batches Shown	Informative	All pages for a batch are displayed.
Ann Stat Must Be N, U, or Y	Fatal	Valid codes for the annual leave status must be equal to N, U, or Y.
Batch Has Been Deleted		This batch was flagged for deletion and cannot be deleted a second time. The batch number cannot be used again until the batch has actually been deleted by the system. This is confirmed if the batch does not appear on HMSUS the following day.
Comp Leave Status Must be N or Y		An invalid compensatory leave status indicator was entered.
Comp Limit 24 Hrs Exceeded		The comp earned transaction exceeds the allowable limit of 24 hours per comp earned entry.
Date Exceeds Two Years		Any transaction date greater than two years old will reject. A maintenance transaction will be required using a current period date. Maintain supporting documentation with an explanation.
Date Past Period End Date		The "to" date extends into a future leave period or the period start date needs to be updated to the beginning of the current period due to a LWOP condition. Only current or prior period transactions are accepted.

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## Messages, Continued

### Online Messages, continued

Message	Indicator	Description
Date To < Date From	Fatal	The “date to” cannot be less than the “date from.”
Employee Has No Compensatory Leave Record		The employee has not been established in the CIPPS-Payroll masterfile.
Employee Has No Leave Balance Record		The employee has not been established in the CIPPS-Payroll masterfile.
Employee Not Found (Leave File)		The employee has not been established in the CIPPS-Payroll masterfile.
Employee Not Found On Master		The employee has not been established in the CIPPS-Payroll masterfile.
Employee Not Set Up On Leave System		The employee has no leave records. Verify that the employee is established in payroll.
Emp Process Indicator = N		No transactions may be entered for employees with a process indicator equal to “N.”
Employee Record Not Found		The employee has not been established in the CIPPS-Payroll masterfile.
Employee Status Is Not Eligible For Leave		The employee is terminated. Only active or LWOP employees are eligible for leave processing.
Employment % > 100%		The employment percentage on HPIUS must be greater than zero but less than or equal to 100%.
End Date > Period End Date		The “date to” cannot exceed the current leave period date.
Entry Not Found In Agency Leave Eligibility Table		The transaction code entered is invalid.
FLSA/OT Max Conflict		The FLSA status indicator is set to “E” and the OT Max is set to either a 1 or 2.
FLSA Status Must Be E Or N		Valid codes for FLSA are E for exempt or N for non-exempt.
From Date Exceeds To Date		The “date from” is greater than the “date to.”

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### Online Messages, continued

Message	Indicator	Description
Hours Must Be Greater Than Zero	Fatal	All hours entered per transaction must be greater than zero.
Invalid Activity Leave Type		The leave type requested is invalid.
Invalid Annual Leave Status		An invalid annual leave status code has been entered.
Invalid Begin Leave Date		The begin leave date on HPIUS is not in MM/DD/YYYY format.
Invalid Date Formatted		All dates must be entered in MM/DD/YYYYYY format.
Invalid Employee Number		The employee number is not numeric.
Invalid Emp Status		This employee is not eligible for leave processing due to the employee status indicator on HOBES. Contact agency payroll to determine the appropriate status indicator.
Invalid End Leave Date		The end leave date on HPIUS is not in MM/DD/YYYY format.
Invalid FLSA Status		An invalid FLSA status code was entered.
Invalid Hr Sal Indicator		The employee is an hourly employee and is not eligible for leave processing.
Invalid Leave Date		The “from” and “to” dates are more than two years old or the period start date field on HPIUS contains zeros.
Invalid Leave Hours		The hours entered are not numeric.
Invalid Leave Sign		The sign field on maintenance transactions must be “N” or “blank.”
Invalid LV Type For Non SDP Part		A VSDP leave transaction is entered for a non-VSDP participant.
Invalid LV Type For SDP Partic		A non-VSDP leave transaction is entered for a VSDP participant.
Invalid LV Type for Non SDP Recp		A SD leave transaction is entered for a non-VSDP recipient.
Invalid On-Call Leave Status		The on-call leave status indicators must be “N” or “Y.”

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### Online Messages, continued

Message	Indicator	Description
Invalid Overtime Leave Status	Fatal	The overtime leave status indicator must be 0, 1, or 2.
Invalid Pay Type Indicator		The employee is an hourly employee and is not eligible for leave processing.
Invalid Period Start Date		The period start date must be in MMDDYYYY format.
Invalid Request Number		An invalid history request number was entered on HQFU1.
Invalid Salary/Rate Indicator		The employee is an hourly employee and is not eligible for leave processing.
Invalid SDP Participant		A value other than "Y" or "N" was entered in SDP Participant field.
Invalid SDP Recipient		A value other than "Y" or "N" was entered in SDP recipient field.
Invalid Sick Leave Status		An invalid sick leave status indicator was entered.
Invalid 60-Day Leave Indicator		An invalid 60-Day leave indicator was entered.
Invalid Vac Pay Method		The employee was first established in a frequency other than a semi-monthly frequency on H0BNE. Contact DOA to establish the vacation pay method.
Leave Eligibility Not In Table		A valid leave type was omitted from the agency leave table. Contact DOA for corrective action.
Leave Hours Requested Exceeds Limit	Warning	This transaction will chain to other available balances.
Leave Hours Will Be Chained		The requested transaction exceeds the available balance for that leave type. Hours will chain to other available balances.
Next Page Not Found	Fatal	All pages within a batch have been displayed.
No Comp Period Record Found		The employee has not been established in the payroll masterfile.
No Employee Master Rec Found		The employee has not been established in the payroll masterfile.

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### Online Messages, continued

Message	Indicator	Description
No Leave Balance Rec Found	Fatal	The employee has not been established in the payroll masterfile.
Non-Numeric Leave Balance		Non-numeric information has been entered into a leave balance field. Contact DOA.
Not SDP Part-Default Recp to N	Warning	SDP Participant field contains an “N” and a “Y” is entered in the SDP Recipient field.
On-Call Status Must Be space, N or Y	Fatal	Valid on-call status indicators are “N” or “Y.”
OT Status Must Be 0, 1, 2, or 3		A value other than 0, 1, or 2 has been entered for the OT status indicator.
Overtime Limit 36 Hrs. Exceeded		The overtime earned transaction exceeds the allowable limit (24 x 1.5 = 36).
Page Number Must = 1 For Calculation		When performing batch balancing, there must be a page 1. If the batch to be balanced has no page 1 contact DOA.
Page Number Must = 1 For Deletion		To delete a batch, there must be a page 1. If the batch to be deleted has no page 1 contact DOA.
Percent Employment Too Large		The percent on HPIUS must be greater than zero and less than or equal to 100.
Process Ind Must be “N” or “Space”		An “N” or “space” are the only valid values for process indicator on HPIUS.
SDP EMPL Date Must Be 1st	Warning	A date other than the first of the month is entered in the SDP Employ Date field.
SDP EMPL Data Req For SDP Part	Fatal	SDP Participant field contains a “Y” and no date is entered in the SDP Employ Date field.
SDP EMPL Date Cleared	Warning	SDP Participant field is changed to a “N” and a valid date appears in the SDP Employ Date field.
Set Sick Accrual IND to N		SDP Participant field is changed to a “Y” and a “Y” appears in the Sick Leave field.
Set Sick Accrual IND to Y		SDP Participant field is changed to a “N” and a “N” appears in the Sick Leave field.
Sick Status Must Be N, U, or Y	Fatal	Valid codes for the sick leave status must equal N, U, or Y.

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### Online Messages, continued

Message	Indicator	Description
Sick Value Must Be Blank or "N"	Fatal	The sign area field on maintenance transactions may only be "N" or "blank."
60-Day Indicator Must Be N or Y		An invalid 60-day indicator was entered.
To Delete Page Number Must = 1		To delete batch, specify the batch number and page 1. If the batch does not contain a page 1, contact DOA.
Unable to Find Leave Balance		The employee has not been added to the payroll masterfile.
Use Activity Screen HMSUA	Warning	The batch number has been assigned to an activity batch, duplicating batch numbers.
Use Maintenance Screen HMSUM		The batch number has been assigned to an maintenance batch, duplicating batch numbers.

### Report Error Messages

The report messages in the following table are listed by report with the message indicator and a description:

Report	Message	Indicator	Description
U056	Adjusted Emp Date Missing. No Accruals Processed	Warning	The employee does not have an adjusted employment data on HPIUS. No annual or sick leave accruals were processed. Enter date and maintenance may be required to leave balances.
	Employee Exceeds Max Days of 730 for LWOP		The employee has been on LWOP for more than 730 days and the adjusted employment date on HPIUS must be updated manually.
	SDP Emp Dt Missing		No date has been entered on HPIUS for this employee. Employee may not receive sick and family personal allocations at the beginning of the calendar year.

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### Report Error Messages (continued)

Report	Message	Indicator	Description
U010	Check Prior Pay Period Accruals	Warning	The “from” and “to” dates apply to a previous leave period. Balances should be checked (prior to accruals for that period) to ensure there was sufficient leave to cover this leave type. Maintenance may be required.
	Comp Detailed ≠ Comp Sum	Fatal	The compensatory balance does not equal the sum of the compensatory detail records. Report U043 is generated. No transactions will be accepted by the system until DOA is asked to correct the problem.
	Employee Not Eligible For Leave Type		A leave status flag for this leave type is set to a value of “N.” This indicator must be changed to allow transactions to process.
	Hours Must Be < Than 100		The hours entered on an activity transaction exceed the maximum of 99.9 for a pay period.
	Negative Leave Balance		A maintenance transaction was entered with an “N” sign causing the YTD balance to become negative. All transactions will reject until DOA is notified to correct the problem.
	Not Eligible for Leave Type		This transaction has been rejected by the system due to a leave status indicator.
	Recognition Leave YTD Earned Hrs Exceed 40		Transaction would cause the YTD Earned to exceed the 40 hour maximum.
	Bonus Detail Is Not Equal To Bonus Sum	Fatal	The Bonus Leave balance does not equal the sum of the Bonus Leave detail records. Report U038 is generated. No transactions will be accepted by the system until DOA is asked to correct the problem.
	Pre-Layoff Leave Hrs Exceed 80	Warning	Transactions causing the YTD accumulation to exceed the 80 hour maximum chain.
	Recg Detail is Not Equal to Recg Sum	Fatal	Detail entries on HPEUN do not add up to the current balance total on HPHUN. All transactions entered will be rejected until the condition is reported to DOA and corrected.

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### Report Error Messages (continued)

Report	Message	Indicator	Description
U011	Civil Leave Exceeded		The maintenance reversal transaction for JT exceeds the YTD usage.
	Comp Earn Breakdown Hours Exceeded		Comp leave earned maintenance transactions with a sign of “N” do not match the original comp earned dates. Check HPFUN to ensure there are enough hours in the period to adjust before re-entering the transaction.
	DT From Precedes Recg earn DT		Transaction entered contains a Date To that is prior to the Date From.
	Ed Conf Leave Exceeded	Fatal	The maintenance reversal transaction for ET exceeds the YTD usage.
	Excessive O/T Leave Hours		The overtime hours entered plus the overtime leave balance exceed the maximum limit for this employee.
	Family Sick Leave YTD Exceeded	Warning	The family sick leave limit of 48 hours is exceeded and the excess hours will be chained to other available leave types.
	Hours Distributed		A leave transaction has exceeded the available balance and the hours have chained to the next available leave balances.
	Layoff Leave Hours Exceed 80		Transactions causing the YTD accumulation to exceed the 80 hour maximum chain.
	Layoff Lve Hours Cannot be < 0	Fatal	Transaction would cause the YTD accumulation amount to reduce to a balance below zero.
	OT Earned > FLSA Limit		This transaction causes the max overtime limit for this employee to be exceeded.
	OT Limit Exceeded		The OT limit of 36 hours (24 x 1.5) per OT transaction has been exceeded. The transaction must be adjusted.

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### Report Error Messages (continued)

Report	Message	Indicator	Description
U011	MO leave exceeded	Warning	The transaction entered when added to existing balance exceeds the max limit of 240 hours. Hours will be chained to other leave types.
	Other Leave Exceeded	Fatal	The maintenance reversal transaction for OT exceeds the YTD usage.
	OT Leave Balance Exceeded		This OE transaction causes the overtime leave maximum balance (240 or 480 hours) to be exceeded. Adjust the transaction.
	Bonus Earn Breakdwn Hrs Exceeded		Transaction was entered to adjust a period balance that contains insufficient hours to process the adjustment.
	Recg Earn Breakdwn Hrs Exceeded		Transaction was entered to adjust a period balance that contains insufficient hours to process the adjustment.
	Recognition Earned Bal Exceeded		Transaction would cause the recognition balance to exceed an 80 hour maximum – current year 40 maximum plus a carryover of 40 hours from the prior calendar year.)
	Recognition Earned YTD Exceeded		Transaction would cause the YTD Earned to exceed the 40 hour maximum.
	Recognition Earned Per Exceeded		Transaction would cause the Period Earned to exceed the 40 hour maximum.
	Recg Lve Used YTD Exceeded		Transaction would cause the YTD Used to exceed an 80 hour maximum (two calendar year 40 hour rewards).
	Recg Lve Used Period Exceeded		Transaction would cause the Period Used to exceed an 80 hour maximum (two calendar year 40 hour rewards).
	School Asst Lve Limit Exceeded		This maintenance transaction has been rejected. The maximum number of hours allowed for an “SA” maintenance transaction is 8 hours. The entry must be adjusted.

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### Report Error Messages (continued)

Report	Message	Indicator	Description
	Sick Leave Balance Exceeded		The maintenance reversal transaction entered for SP or SF exceeds the sick personal balance.
	Workman's Compensation Leave Exceeded		The maintenance reversal transaction for WT exceeds the YTD usage.
	Total Update Exceeded		No more than 999.9 hours may be processed during any one leave period.
U013	Deleted Transaction	Informative	This transaction has been deleted and will not be updated against the employee's balance.

## Contacts

<b>DOA Contact</b>	Manager, State Payroll Operations Voice: (804) 225-2245 E-mail: <a href="mailto:Payroll@doa.virginia.gov">Payroll@doa.virginia.gov</a>	Payroll Business Analyst/Trainer Voice: (804) 225-3079; (804) 225-3120 E-mail: <a href="mailto:Payroll@doa.virginia.gov">Payroll@doa.virginia.gov</a>
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